



## CLIENT COMPENSATORY PROFILE (CCPR)

**Client Compensatory Profile**

Client Profile:

Effective Date:  Expiration Date:

Short Description:

Long Description:

**FLSA Information**

Plan Type	<input type="text" value="80H"/>	Client Event Type	<input type="text" value="1SCMP"/>
Work Cycle	<input type="text" value="14DAY"/>	Client Offset Event Type	<input type="text" value="0SCMP"/>
Client Pay Type	<input type="text" value="SCPO"/>	Client Category	<input type="text" value="SCOMP"/>
		Client Max Number of Hours	<input type="text" value="9999"/>



## NOTES



## CLIENT COMPENSATORY PROFILE (CCPR)

**Step 3** Let's continue to look at the fields to gain an understanding of each.

### Comp Time

**CLIENT EVENT TYPE** – This field indicates the event type for straight leave time to be accrued. Valid values are located on the Event Type (EVNT) window.

**CLIENT OFFSET EVENT TYPE** – This field indicates the event type used to reverse the amount originally associated with overtime. Valid values are located on the Event Type (EVNT) window.

**CLIENT CATEGORY** – This field indicates the appropriate pay category code if this CCPR profile permits payment for state compensatory time earned. It is applicable only when Max Number of Hours is greater than zero.

**CLIENT MAX NUMBER OF HOURS** – This field indicates the maximum number of state compensatory time which can be accrued for this CCPR profile.



## FAIR LABOR STANDARDS ACT (FLSA) PROCESSING – TITLE AND SUB-TITLE EXAMPLES

Title	Title Long Description	UCP OT Code	Sub-Title	Pay Class
000021	Clerk Typist I	2 (Non-Exempt)	J1	PUS = Expt - Sun Sat Off
000412	Personnel Analyst II	1 (Exempt)	J1	PUS = Expt - Sat Sun Off
000321	Chief Accountant	0 (Exempt)	J1	PUS = Expt - Sat Sun Off

Title	Title Long Description	WDAY	Pay Policy	Leave Policy	Deduction Policy	FLSA Profile	Client Profile
000021	Clerk Typist I	OUS	OA	STAND	STAND	7DU	7DU
000412	Personnel Analyst II	OUS	OA	STAND	STAND	N/A	7DU
000321	Chief Accountant	OUS	OA	STAND	STAND	N/A	N/A



## NOTES



## FAIR LABOR STANDARDS ACT (FLSA) PROCESSING

In the SAM II HR Payroll System, FLSA status is determined by the employee's Job Title code. The employee is then associated with different FLSA profiles through their sub-title codes as defined on the ESMT window.

### **Employees with Multiple Appointments**

For employees with multi-appointments, the primary appointment defines the EEO and FLSA data for the employee. In the SAM II HR/Payroll System, Primary and Secondary Appointments are defined as follows:

**Primary Appointment** - Either an employee's 1<sup>st</sup> appointment in the system or, in the case of an employee with more than one appointment, the appointment representing the larger percentage FTE. In order to meet Federal requirements on recording an employee's EEO classification and determining FLSA status, the system requires that an employee's primary appointment contain EEO and FLSA information.

**Secondary Appointment** – Represents additional job(s) an employee may hold.

### **Federal Compensatory Time**

Employees who are eligible for FLSA are generally referred to as "Non-exempt Employees." If an employee is eligible for federal compensatory time, the system will calculate the eligible hours at the time and one-half rate and place the time earned in the federal compensatory leave balance. If the employee is at his federal compensatory maximum, the overtime is paid out in cash.

### **State Compensatory Time**

Employees who are not eligible for FLSA, are generally referred to as "Exempt Employees." There are two types of FLSA Exempt Employees in Missouri: 1. Top level supervisory, managerial and administrative staff and persons employed in very responsible professional, technical or consultative capacities who do not normally receive state overtime compensation except in unusual circumstances as determined by appointing authorities. 2. Other supervisory, professional, technical and related positions are compensated for overtime at a straight time rate. Based on an employee's Title and Sub-title combination, the system will calculate if the employee is eligible to receive state compensatory time for additional hours worked.

The SAM II HR/Payroll System will be updated with the "earned" FLSA compensation information during each payroll process. At this time all employee Compensatory Time balances will also be updated accordingly.

[FLSA Processing - Title and Sub-Title Examples](#)